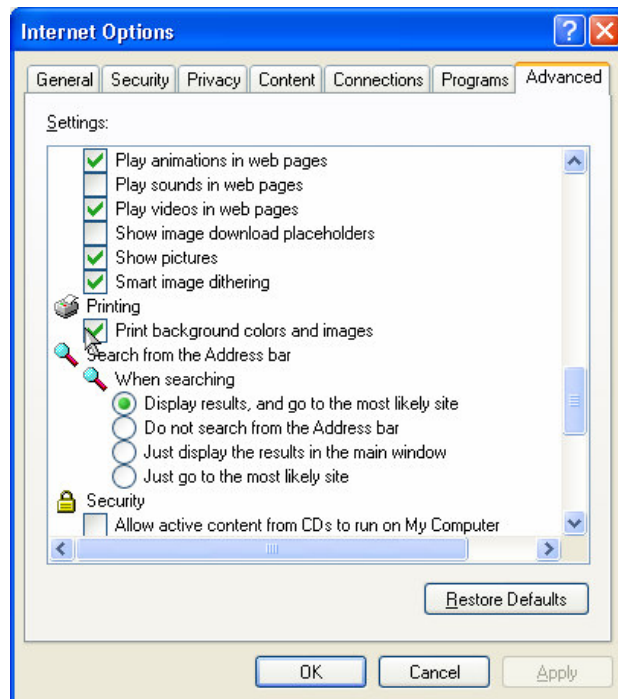To print background shades on reports:
1. Open Internet Explorer
2. Click **Internet Options**
3. Click the **Advanced** Tab
4. Scroll down to the **Printing** section

5. Click the **Print background colors and images** checkbox
6. Click **OK**

Name of report	Paper size required	Portrait or Landscape	Left Margin	Right Margin
Report on Agencies Funded to Deliver Services	8.5 x 11	Portrait	.9	.9
Intervention Details and Client Characteristics (Planned vs. Delivered) Report	8.5 x 11	Portrait	.9	.9
HIV PCRS Activity Report	8.5 x 11	Portrait	.8	.75
Referrals Made Report	11 x 14	Landscape	1.5	1.5
Test-Level HIV Testing Report	8.5 x 11	Portrait	.25	.25
Client-Level Confidential HIV Testing Report	8.5 x 11	Portrait	.3	.25
Client-Level Confidential HIV Testing Report Drill Down	8.5 x 11	Portrait	.9	.9
Summary Report on Aggregate Service Delivery	8.5 x 11	Landscape	1.2	1.1
Overview of Client Characteristics by Agency(s)	8.5 x 11	Portrait	.7	.7
Overview of Client Characteristics by Agency(s) Drill Down	8.5 x 11	Portrait	.9	.9
Overview of Client Risk Behaviors by Agency(s)	8.5 x 11	Landscape	.3	.3
Overview of Client Risk Behaviors by Agency(s) Drill Down	8.5 x 11	Portrait	.7	.6
HIV PCRS Cases by Worker and Case Status	8.5 x 11	Portrait	.9	.9
Report on Workers Delivering Aggregate Level Interventions	8.5 x 11	Portrait		
Report on Workers Delivering Client Level Interventions	8.5 x 11	Portrait	.9	.9
Report of Incomplete Variables	8.5 x 11	Portrait	.5	.5
Report of Sessions with Incomplete data	8.5 x 11	Portrait	.5	.5

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